

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised [where you found the job listing]. With my background in [Your Field/Industry] and skills in [Key Skills Relevant to the Job], I believe I would be a great fit for your team.

I am particularly drawn to this role because [specific reason related to the company or position]. My experience at [Your Previous Company/Role] has equipped me with [relevant experience or achievement], which I am excited to bring to [Company's Name].

I look forward to the opportunity to discuss my application further.

Thank you for considering my candidacy.

Sincerely,

[Your Name]

[Attachment: Resume]